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RESTRICTED

Chief, Administrative Services Division 26 January 1951

CIA Records Officer

Directory of Records Management Personnel

1. The Records Management Service of the National Archives and Records Service, General Services Administration, is now compiling a directory of persons throughout the Federal Government who occupy positions which require knowledge and practice of the principles of Records Management, provided that the Records Management activities require 50% or more of their time. Specifically excluded are those positions which are concerned merely with the receipt, recording, dispatch, routing, control, and filing of documents, and those positions which while the persons may be attached to a Records Management activity, are purely clerical in nature. Excluded also are those positions which are concerned only with photographic reproduction.

2. The purpose of this directory is to list those persons performing Records Management activities under various organizational titles such as Administrative Officer, Procedures Analyst, Methods Examiner, Administrative Assistant, etc.

3. Mr. Herbert Angel of the Records Management Service has requested CIA to contribute to this directory the names and certain other information about CIA persons concerned with Records Management. The following information is what would be included in the directory if approved by CIA:

Position Title	Grade	Name of Employee	Address	Tel.
Records Mgmt Anal	*GS-12			
" " "	GS-9			
" " "	GS-9			
" " "	*GS-7			

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* Employee occupying position at different grade.
** Employee is officially disignated CIA Records Officer and CIA Archivist.

4. It is requested that the Inspection and Security Office be asked to approve the inclusion of the above information in the directory mentioned. The Records Management Service is aware of the Agency's security requirements and will respect any necessary exemptions.

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